

**Office of Financial Institutions**  
**OPTIONAL PAY ADJUSTMENT**

**I. POLICY**

Upon approval by the Civil Service Commission on February 4, 2004, the Office of Financial Institutions (OFI) will implement the following policy concerning Civil Service Rule 6.16.2 Optional Pay Adjustment.

**II. PAY ADJUSTMENT CRITERIA**

- A. Provided that funding is available, the Office of Financial Institutions may consider granting pay adjustments to employees in the following circumstances:
  - 1. To provide for the retention of employees deemed essential to the Agency.  
Employees judged by the Commissioner to be essential to the department may receive a base pay increase of up to 10% of their annual salary in order to match a written or verified salary offer. The offer must be from a private employer or public employer other than the State of Louisiana, or for a state position in the unclassified service. Employees who are at range maximum may receive a one-time lump sum payment of up to 10%.
  - 2. To adjust pay differentials between comparable employees.  
The Commissioner may grant a base pay increase of up to 10% to adjust pay differentials between comparable employees in the same job series. Employees at range maximum will not be eligible for an increase.
- B. All increases granted according to this rule will be restricted to full-time permanent classified employees.
- C. The maximum payment under this policy that an employee may receive in a fiscal year is 10% of the employee's regular annual salary.
- D. Optional pay awards shall not duplicate payments made pursuant to any other pay rules.


**III. RECOMMENDATION AND APPROVAL PROCESS**

Pay adjustments may be recommended by a supervisor or a member of the Human Resources staff. Written justification must be provided. Adjustments may be implemented only upon approval by the Commissioner.

#### IV. POSTING REQUIREMENTS AND DOCUMENTATION

This policy will be posted on the OFI Intranet in the Employee Handbook. A listing of recipients will also be posted on the OFI Intranet on a fiscal year basis for the current and prior fiscal year. Supporting documentation and appointing authority approval will be maintained in the Human Resources Division.

APPROVED BY:



---

John Ducrest, CPA  
Commissioner